

Town of Groton
Select Board Work Session Minutes
March 28, 2020

In attendance: John Rescigno, Tony Albert, Ron Madan, Sara Smith (Administrative Assistant - AA), Bill Oakley, Patti Oakley, Robert “Bubba” Ellis, Norm Willey, Ruth Millett and Michael Bagan

John called the meeting to order at 10:00am.

This meeting was called to discuss the “Stay at Home” Order that was issued by the Governor and what this means for the Town.

Sara emailed NHMA to see what this means for the Town and received an email back. She handed out the email from NHMA which stated the following:

- Paragraph 6 of [Emergency Order #17](#) states that the order **does not apply** to local governments or local legislative bodies, so municipal governments may continue to operate as they have. The stay-at-home order does not impose any new restrictions. Of course, we urge local officials to continue taking all appropriate precautions, and remember that [Emergency Order #16](#), prohibiting scheduled gatherings of 10 persons or more, remains in effect. That order does apply to local governments.
 - The Dump/Transfer Station is exempt from the order so they can be open. Appropriate social distancing techniques should be employed by the attendant.
 - Like all other operations of the town, the Highway Department is exempt from the order so they can be open.
 - The Town offices is exempt from the order. Limited access protocols can be put in place by the select board after appropriate consultation with other elected official, such as the tax collector and town clerk.
 - Construction is still taking place so as for the site visit scheduled Monday, March 30, 2020, it shall be limited to no more than nine (9) people.
 - The Select Board, Planning Board, Zoning Board, etc., can still hold their meetings at a physical location provided that the number of people in physical attendance never exceeds 9 persons, and appropriate social distancing techniques are employed. Otherwise, virtual meetings may be more appropriate, see our attached guidance on 91-A and Covid-19.

John mentioned that he thinks the emergency group text message is great but sometimes at work he cannot respond right away. He gave everyone his work number and said to call him there if we need an immediate response. Sara said she will create a new emergency group text to include a few people that were not on the first one.

John mentioned that he thinks we should be doing wellness checks or somehow get the message out to the residents that the Town is here to help. There were ideas of sending newsletters or putting letters at peoples houses or the Police making wellness calls. It was agreed going door to door isn't a good idea right now. We did post cards in the past for the Special Town Meeting so it was agreed to put together a mailing of a post card to send to all residents living in town so they know they can contact the Town. John mentioned to put on there that it is for emergency use only, please do not overwhelm the Town with unnecessary calls. It will say that if you need groceries, medications or other necessities to call the Town. It was agreed to only put the Select Board office and the Town Clerk office on there. Then Sara and Ruth can answer the calls or emails and either direct them to a company that can help such as Transport Central, Meals on Wheels, etc. or we can help them ourselves by running to get them what they need. Patti said she didn't mind helping out as well and

everyone else said they would help as well. They can also direct them to a Health Care Agency or Police if that is what is needed. Sara will also make sure to mention the website on the post card since it has information regarding COVID-19 on there with links to important agencies and other numbers to call.

John mentioned that in the near future Ruth should look into what it would cost to set up taking credit card payments. Ruth will contact the State, David Switaj, etc.

It was agreed that the mail should sit for 48-72 hours before we open it. Sara will wear gloves to get the mail, put it in a bin and put that bin in the big meeting room for 48-72 hours before she opens it or hands it out.

The Police Chief gave some handouts regarding Police and Emergency protocol to follow during this time.

Sara mentioned that companies are creating letters for the essential employees to have on them in case it is needed by law enforcement. John and Patti both have letters that their jobs gave them and they will send them to Sara and Sara will create one for the Town employees to have. The employees name will be on the letter so you will also have to show your license and maybe can even show business card if needed since we do not have Town IDs. It was discussed that in the future we could look at getting an ID printer in case we need it or wanted to make Town IDs.

Bill and Patti said that at this time there have not been any cases for Groton residents that we are aware of. Sara said she has heard the same. It was agreed that as soon as anyone is made aware of a case in Town that they need to message everyone in the group message and we may need to meet again at that time.

Norm mentioned that some Transfer Stations are cutting back hours or limiting the days they are open due to the stay at home order. It was discussed which days would be best to stay open. Norm feels that Wednesday and Saturday are the best days to stay open and we should close on Sundays. The hours will remain the same on Wednesday from 12:00pm-6:00pm and Saturdays 9:00am-5:00pm. Richard will work both days this weekend but starting next week on Wednesday 4/1/2020 the new hours will start through May 4th unless the Governor extends it.

It was also agreed that NO ONE should be in Richard's office with him. The door should remain locked and he should only come out when no one is there to press the button on the compactor. He needs to make sure that he stays 6 feet away from everyone at all times. He is at high risk with his health conditions so this is to be done for his safety along with the resident's safety. Sara will create postings with the new hours and will give this to Richard along with a sign on the door that states that no one is allowed in the office and that they need to keep a distance of 6 feet.

It was also agreed to push the deadline to have dump stickers back to June 1, 2020 since it will be hard for people to get them if they haven't already.

John motioned to go into non-public session pursuant to RSA 91-A:3 II (b) at 10:33am, Tony 2nd, so voted.

John motioned to return to public session at 10:40am, Tony 2nd, so voted.

John motioned to seal the non-public minutes, Tony 2nd, so voted.

To recap, Sara will go upstairs before she leaves to update the website with the Transfer Station hours, the dump sticker deadline and to make the postings for Richards office. She will drop them off to Richard on her way home since she has some supplies for him as well. Norm and John will go by to make sure that Richard understands the requirements during this time.

On Monday, Sara will work on the post cards, the letter for essential employees and the offer letter for the Transfer Station back up attendant.

Having no other business to conduct, John motioned to adjourn at 10:45am, Ron 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant